

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration & Management DATE: 7 July 1947

FROM : Executive Director

SUBJECT: Tentative T/O for the Personnel Branch, Administration
and Management

1. The attached tentative Table of Organization is approved for the Personnel Branch, Administration and Management.

2. The following positions are not to be filled concurrently:*

Training Division

Instructor	P-3	} *
Instructor	P-4	

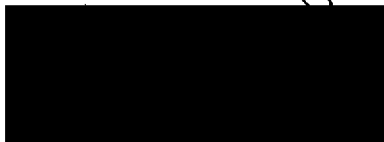
Secretary	CAF-4	} *
Clk-typist	CAF-3	

3. Please take necessary action to establish with the Civil Service Commission the classification grades in the approved tentative Table of Organization.

4. Where positions are not already established with the Civil Service Commission, recruitment and promotion will be held to one grade level lower than those approved in the tentative T/O until such approval is obtained from the Commission. Exception may be made in cases where the Assistant Chief of the Personnel Branch gives his assurance of Commission approval.

5. The personnel ceiling of 69 civilians and 25 military personnel are approved for all quarters of fiscal year 1948.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Captain, USN
Executive Director

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cc: Personnel Branch, A&M (2)
Budget and Fin. Br., A&M (1)

Handwritten initials: B-1

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